Resume Writing 101

The Header

- **What should be included?**
  - Name
  - Permanent and present address
  - E-mail Address (make sure it's appropriate)
  - Telephone Number
- **Where should contact information go?**
  - Top of the page

Objective Statement

- **Purpose**
  - Communicate the type of position you are interested in

Education

- **Name of School**
  - Include city and state
- **Name of your degree**
  - What you received or will be receiving
  - Include date of completion or expected date of completion
- **GPA**

Experience

- **What is considered "experience"**
  - Full and part-time jobs
  - Volunteer Work
  - Internships
- **Information to include**
  - Job Title
  - Dates of Employment
  - Company Name
  - City and State

Listing Responsibilities

- Use bullet points
- Start each line with an action verb
  - Present tense if currently employed
  - Past tense if no longer employed
  - Vary your choice of verbs
- Tailor skills and experiences to the position you are applying for

▶ Be concise while providing enough detail

Honors and Awards
- ▶ **Order by dates**
  - ▶ Reverse Chronological
  - ▶ **Example:**
    - ▶ Honored Titan (May 2018)
    - ▶ Student of the Month (October 2017)
    - ▶ Honor Roll (June 2017)

Professional Affiliations and Activities
- ▶ Order by date
  - ▶ Reverse chronological
- ▶ Do not say *Member of…*
- ▶ Emphasize your leadership roles
- ▶ Spell out the organization's or clubs name
  - ▶ Do not use abbreviations or acronyms

References
- ▶ Need at least **two**
- ▶ Cannot be a friend or family member
- ▶ Include name, job title and phone number

Resume Dos
- ▶ Use action verbs
- ▶ Use short, concise sentences
- ▶ Keep resume easy to read
- ▶ Keep resume about one page

Resume Don'ts
- ▶ Do not use pronouns such as I, me, my, etc.
- ▶ Do not clutter your resume with nonessential information
- ▶ Do not make any misrepresentations
- ▶ Do not include personal information
  - ▶ Social Security Number, sex, height, weight, photograph, etc.

Resume Overview
- ▶ If you would like to have your resume proof read by a staff member on campus, grab a cover sheet to attach to your resume
- ▶ Please bring it to the library **by Tuesday, April 23rd**. It will be returned to your 4th period class by Monday, April 29th